



TWYDALL PRIMARY SCHOOL

Notification of Meeting

Title of Meeting: Business Management Committee Date: 15th January 2019

Attendees: Simone Williams-King, Mick Horton, Ann Richardson, Michelle Brighton, Catherine Logan, Samantha Sharkey plus Mark Prenter and Hari Aggarwal (RMGS Governor)

Apologies: Mike Green

MINUTES

Item no.	Item	Leader
1	Welcome & Apologies	MH
2	<p>Minutes of the previous meeting 27th November 2018 and signing thereof - signed by Mick Horton and Ann Richardson (both chaired meeting)</p> <ul style="list-style-type: none"> • Current account - nothing further has been looked at due to high interest rates. ACTION FOR NEXT MEETING • Code of conduct - must come to next LGB for signing - ACTION FOR NEXT LGB • Carbon Monoxide alarm - in the upper school. The lower school is currently closed. • Health and Safety postponed until Thursday 17th Jan - feedback at next meeting ACTION FOR NEXT MEETING • Health and Safety walk Term 3 and 4 - to be uploaded to Governor Hub • Accounting officer checks - didn't get completed last session. Not present at this meeting. ACTIONS MG to sign off with CL at or before the next LGB 	MH
3	Actions from previous meeting - see above	MH
4	Declaration of Interest - verbal Nothing to declare	All Gov's
5	Site tour & premises update Premises update document circulated.	MH

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	<ul style="list-style-type: none"> • The lower school kitchen is currently closed. New packed lunch menu. Lower school lunch time moved to 12:05 - 12:55. KS2 12:15 - 1:05. Transition has been relatively smooth. A few new pieces of small equipment needed to be ordered - cups, plates etc. Summer term will be easier as packed lunches can eat outside. CIF bid for Lower school is being put together. Bid wont go in until November 19 - costings will need to be looked at in further detail to be able to budget for it. Timeframe being worked on with Chartwells. A plan is now in place. The current situation will continue for between 12 - 18 months. Chartwells have worked extremely well with the school to facilitate this. <u>CHALLENGE</u> - Has Shortening lunch break had an affect on the MMS? Do they still work the same hours? <u>RESPONSE</u> - There has been no impact on the MMS <u>CHALLENGE</u> - Have there been any concerns from parents? <u>RESPONSE</u> - Lower school parents concerned before implemented, then a few Year 6 complaints on the first day. Individual parents have been spoken to and concerns addressed. • Site Officer - moved to Indeed.com. 65 applications have been made. Advert to be closed. Applications to be looked at and interviews made. • Water Maintenance - Envirocure to attend on 29th January to complete Legionella risk assessment. 	
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	<ul style="list-style-type: none"> • Lettings - re negotiated lettings contract with Gloworms. They increased rental from £17.50 to £25 per day. This will be renegotiated in September and will increase again. • Lower school flooring - much warmer and quieter. It's a different colour on the side. It was replaced but now it looks worse. Evidently it is the same batch number. Hopefully it will get bedded in and will look better. To be reviewed. The door entrances and the canopy entrance looks very good and improved the site. • Maintenance - lights been replaced in Headteachers office and the staff room. There is a programme of replacement of lights along the corridor. It is the unit not the bulb. As they are more expensive they are being replaced slowly. A contractor has come in to replace them. • Ongoing tasks - all review dates and contracts going on property prefects so there is a trail and staff can find documents when needed. • Property prefect reporting - Percentage on document is showing back log is being cleared. Staff are better at logging on property prefects. 	
6	Health and Safety (Property prefect print out) See above	MH
Business Management - Finance		
7	Report on income and expenditure	MH

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	<p>To period 4 (September - December)</p> <p>Forecast an in year deficit. This is being looked at to minimise deficit. Some areas are being identified. £168,000 in year deficit. Current reserves £411,000. The Government states - Schools that have a surplus need to explain why they are not using their reserves. Therefore it is unlikely the Government will support this deficit with any funding as there is a very small reserve in place.</p> <p>TPS have identified 6 areas that a bid could be mapped against -</p> <ul style="list-style-type: none"> - well being centre and support this brings - Reading school development - Curriculum development - Girls Maths support - Teaching assistant levels - To cover the £88,000 that was taken out of TPS budget <p>CL to look at costing all 6 areas and a bid put in. A charity bid will also be put together. A lot of research has been done to put this together.</p> <p>There will always be a struggle for a balanced budget unless the class numbers and intake is increased.</p> <ul style="list-style-type: none"> • Wrap around care - document tabled <p>This has been launched this week - The aim is to be able to attract more children to be able to offer the wrap around care for children from working families. This includes breakfast club and after school club.</p> <p><u>CHALLENGE</u> - What is break even number of children? <u>RESPONSE</u> - 15</p> <p><u>CHALLENGE</u> - What is the capacity/ratio <u>RESPONSE</u> - 1/10</p>	
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	<p>National Schools breakfast programme - CL has a meeting with DfE this week to look at funding. ACTION for next meeting to feedback</p> <p>Michelle Brightman to look at predictions and scenarios at different number of children coming through to see how this will affect the budget. ACTION FOR NEXT MEETING</p>	
8	Accounting officer checks- to be brought to LGB	MH
9	Review Pooled Contributions - nothing new to report	MH
	Risk Register:	
10	Health and Safety - tabled at the meeting	
11	Physical - tabled at the meeting Kitchen added to the report	
Other:		
12	Any Other Business - None	MH
13	<p>Date of next meeting: 18th March 2019 Staff Room</p> <p>Dates of meetings for the rest of the academic year:</p> <p>Wednesday 1st May 2019</p> <p>Thursday 13th June 2019</p>	